

## COMMUNITY COLLEGE OF DENVER

Title: Faculty Professional Development Grant Program

Guideline #: INST – 16

Approved: October 28, 2012  
July 13, 2015  
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References: None

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

The Faculty Professional Development Grant Program (Program) exists at Community College of Denver (College) to improve and sustain the professional growth of our faculty through well-planned learning opportunities that support the College's mission and goals. Funds committed to this Program will improve faculty knowledge and skills, ultimately leading to the improvement of student outcomes.

These guidelines form outlines the process Teaching and Learning Center (TLC) will follow to ensure that all Program funds are used for the purposes stated in these guidelines.

### 2. APPLICABILITY

These guidelines apply to all full- and part-time College faculty members.

### 3. GUIDELINES

- a. Every year, TLC will be allocated general dollar funds to administer the Program.
  - i. Funds can be used for conference attendance, innovative revisions to courses or course development, curriculum development and evaluation, novel proposals of technology in the classroom, and non-traditional approaches to teaching.
  - ii. Goals for each grant accepted must be specific and must include an assessable outcome.
  - iii. All successful grants require a written final report on what was learned.
  - iv. Funds must be used within the fiscal year for which they are approved.
- b. Faculty members requesting funds under the Program must complete a Faculty Professional Development Application (Application) (TLC-1).
  - i. The Application:
    1. requires a description of the design, goals, and assessment processes of the proposal, as well as the requirements for reporting on the findings;
    2. an item-by-item budget expense sheet so that expenses are clearly defined;

3. requires the signature of the requestor's Chair or Dean to ensure that the goals of the application align with the goals of their educational center;
  4. requires the requestor provide information on the conference so that it too can be evaluated; and,
  5. identifies deadlines, submission guidelines, and additional rules will be outlined in the application packet.
- c. To maintain consistency and fairness, a eleven (11) person voting committee comprised of faculty members from each educational center and TLC staff will review and rank proposals. Committee members will serve staggered one-to-two year terms, thereby permitting new voices to the committee. The Associate Dean of Instruction, Teaching Learning Center, and the Faculty Council Chair are the only permanent members of the committee.